



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: Captain**

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Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: June, 2012

SUPERVISOR: Battalion Chief

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**SUMMARY**

At the direction of the Fire Chief, the incumbent may be assigned as a line Captain, Assistant Fire Marshal, Assistant Training Officer, Education Specialist, or Logistics Officer.

Responsibilities include providing supervision over engine or truck company personnel and operations in emergency and non-emergency occurrences. Supervise personnel and activities during emergency and non-emergency situations. The Captain develops personnel through training, education and on the job training. Assistant Training Officer assists in the development and delivery of training to line personnel. Education Officer is responsible for teaching fire and life safety topics to the public. Assistant Fire Marshal is responsible for various fire prevention and life safety activities, primarily with inspection of facilities and special events to provide identification, application, and enforcement of fire and life safety codes. Logistics Officer is responsible for administrative duties that directly support the delivery of service to the citizens of the City of Springdale. The position of Captain is responsible for performing job duties in an accurate manner in order to protect the life and property within the City of Springdale.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Respond to emergency incidents as a company supervisor. Direct company tactics, strategies and tasks. Assume control of an incident by establishing a command organization. The ability to formulate an action plan, communicate clearly and direct activities under extreme and dangerous conditions and compressed time frames.
2. Make emergency mediation decisions, entry with fire crew and perform all firefighting and rescue tasks and ensure scene safety.
3. Train new and current personnel on all phases of emergency service delivery, schedule training evolutions, educational demonstration.
4. Oversight and supervision for proper operation and maintenance of all firefighting equipment and fire station upkeep.

5. Complete training records to properly document training as required.
6. Fill out incident reports to accurately document what has taken place at the scene of an emergency. Complete incident notes, fire reports, and after action reports in a timely manner.
7. Evaluate effectiveness of company individuals and adjust/train as required.
8. Special projects, equipment evaluation and program development.
9. Function as an effective and dependable role model for the company personnel.
10. Conduct pre-fire planning, site tours, inspections, hydrants, schedule and document hose and pump test.

Assistant Training Officer:

11. Track activities and trends within the community relating to fire and life safety.
12. Deliver educational programs to the department.
13. Organize special events for fire department.
14. Respond to emergency incidents to act as Safety Officer, Paramedic, Firefighter, etc.
15. Attend specialized training to enhance programs and personal FF/EMS skills.
16. Assist with department safety committee.

Assistant Fire Marshal:

17. Conduct a variety of fire and life safety inspections to identify discrepancies.
18. Ensure fire and life safety issues are met within the city.
19. Answer questions to public and fire department personnel regarding Arkansas Fire Code.
20. Investigate fires in an accurate and efficient manner.

Education Specialist:

21. Develop and implement life safety and fire education program to community.
22. Utilize national trend to direct programs to our community.
23. Perform other related duties as required or assigned.

**Budget Responsibility:**

**\$ Up to 40,000 Annual dollars**

**Facilities and Equipment Responsibility:**

**\$ Up to 7MM Total value**

### **SUPERVISION RESPONSIBILITIES**

Directly supervises 2-7 non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Associates degree from a two year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of two years of management experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Driver's License, Firefighter I & II Standards Certificate, Arkansas Fire Academy – Driver Operator Certificate, Hazardous Materials Operations Level, NIMS ICS 100, 200, 700 and 800 Certificates, Officer I, Inspector I, and Instructor I Certificates, Leadership I, II and III, Arkansas EMT Certificate and CPR.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, hospitals employees, citizens, law enforcement, outside representatives and community groups as needed.

**USE OF EQUIPMENT AND/OR COMPUTERS**

Regular use of specialized standard firefighting and emergency response equipment.

**OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.